Process for entering inmate release data and audit of inmate records

Included in the Department of Corrections’ (SCDC) December 18, 2019 letter to the House Legislative Oversight Committee (LOC). This information was provided in response to the following question in LOC’s December 2, 2019, letter to the Department of Corrections: “12. Please provide two flow charts, one which shows each of the items below: (a) SCDC’s process for entering data related to inmate release dates prior to the LOC study process; and (b) SCDC’s process for entering and auditing data related to inmate release dates as of November 2019.”

In addition to providing the information in this document, SCDC provided the following response:
• Please see attached Timeline Inmate Record Audit.
Entering Data related to Inmate Release Dates prior to LOC study

1. Inmate admitted to Reception and Evaluation Center
2. Commitment Orders entered by Records Analyst
3. Record then sent to Inmate Records Office to have Commitment Order entries audited by assigned staff
4. Commitment Orders reviewed by institutional classification staff upon arrival at assigned institution(s)
5. Commitment Orders audited by Inmate Records staff 60 days before release from SCDC
Inmate Record Audit Implementation

March 2019

- March 15th Release Audit (implemented that two auditors were required rather than one)
  *Ongoing
- Inmate records audit of R&E entries.
  *Ongoing

August 2019

- August 1 - September 15 Statewide Conviction Audit (every inmate record is to be audited)

September 2019

- September 3 Double Blind Entry/Quality Control Check implemented
  *Ongoing

October 2019

- October 3 Probation Revocation Audit
  *Ongoing

December 2019

- December 1st SCDC and SCPPPS partnering in researching data relevant to probation revocation orders

Included in SCDC's December 18, 2019 letter to LOC